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**NEW DURHAM BOARD OF SELECTMEN**  
**Minutes of Work Session at Town Hall**  
**Wednesday, August 11, 2010 at 4PM**

**Call to Order: Terry Jarvis, 4:01PM**

**Members Present: Theresa Jarvis, Chair; David Bickford, Selectmen; Fred march, Selectmen**

**Also present:** Don Jutton, President of MRI; Cathy Orlowicz, Town Historian/Highway Department Assistant; Carole Ingham, Tax Collector/Town Clerk; Mark Fuller, Road Agent; Vickie Blackden, Finance Assistant; Alison Rendinaro, Administrative Consultant

**Internal Controls Review with MRI**

**Don Jutton- provided comments and observations to the Board.**

MRI did not really find anything that would be considered outstanding problems- suggestions to pay close attention to auditor's report -focus on 2008, waiting for 2009. What they have are material observations of 08-

Major Issues:

Purchasing Policy: issue in the fire dept. MRI observed that it was caught by the Board, which is a good thing.

Fuel System: cannot reconcile what you bought vs. what you have. Road Agent Fuller said that the issue was looked into a few years ago- cut from the budget because of the cost.

Mr. Jutton suggested that it definitely should be looked after

Credit cards and Petty Cash:

2 petty cash accounts

2 general use credit cards

6 master cards issued to specific people

If you're going to have credit cards, and keep them. They should be handled as purchase orders. \$2,500 limits.

Overall- MRI sees problems with credit cards.

Chair Jarvis asked if Mr. Jutton has ever come across municipalities that have different limits for departments. He said he has seen different departments with different spending limits.

Children's Program:

Issues with payments

Vickie Blackden stated that the recreation commission has taken billing out of her hands, and hired someone who works at the daycare to take care of it.

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Chair Jarvis said that because it is a revolving fund program, the recreation commission is in charge of the program. Selectmen Bickford said they switched the billing, so that someone would be after those who weren't paying. Mr. Jutton said the Board is still accountable for making sure the money from the revolving fund is making its way into the right hands, and to the bank. It should be set up under Vickie's oversight at the very least. There is also an issue of employees not being paid for all the hours they work.

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Mr. Jutton stated that given the size of the community, there are reasonable controls in place. The Board needs to review and test policies periodically, to make sure things are being done correctly.

Suggestion by employee: if an item is brought in for payment, what are all the things we need to produce? A list of all of this is in the works from the finance and Selectmen's office, as well as a review of the Purchase Policy.

The auditors sometimes want the minutes attached to the PO's, which is part of the reason the process is so cumbersome.

All the Board needs is the assurance that the process is being followed.

When is a PO required and when is it not? What is the PO process?

PO system in theory verifies the secured authorization of the purchase and puts finance on notice that this bill will be down the road. Mr. Jutton said it sounds like the system we are using is creating more work than we need to. Would it be easier to strip a couple of layers, rather than add some?

Chair Jarvis said it is on the list of things to address. Mr. Jutton said that we should just know that it can be done easier, with fewer steps.

Examples of the purchase policy were discussed. It is not a one size fits all system.

Suggestions for the Purchase Policy/Finance:

Get purchase orders to the Board, and instead of voting on it, sign the PO.

If something is coming off the state bid list, it can bypass the bidding process.

Board of Selectmen, right now, sign any purchase order for \$3,000.01 or above.

Keep the folder for review with PO's for the week, so the Board can review them ahead of time, and vote and sign in a public meeting.

MRI suggested that Finance Assistant should be relieved of assessing duties. In most communities that is left up to the planning department. Alternative would have assessing stuff done by appointment. Or establish formal assessing hours or by appointment.

Speak with Laura about changing her schedule to be here on Mondays.

Copies of MRI's recommendations will be made for all departments.

Mr. Jutton reiterated that there are not many major issues with the internal controls of the Town. He will be in contact to set up another meeting with the Board regarding a work plan.

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SRPC letter of support was discussed for a grant the organization is applying for.

David Allen came in to answer some questions re: SRPC

Money that SRPC is holding for the town is to be used for business district. It may be possible to extend the deadline for use.

By the close of business on Wednesday, August 18th, information will be brought to the Board. Planning Board is the one who will utilize this money.

Assessing and Land Use discussion ensued, in relationship to MRI's suggestions.

**Motion to enter into nonpublic RSA 91-A: 3 II (c). Jarvis/Bickford 3-0 at 5:37 PM**

**Motion to seal the minutes of nonpublic session. Jarvis/ March- 3-0**

**Motion to exit Nonpublic Jarvis/Bickford 3-0 at 6:44 PM**

DB- Ethics committee met last night. There was a problem with one of the members getting down the stairs. There needs to be a backup system for meetings. Possible solution is to ask the Library Trustees if Alison can have a key. There is also a community room at the Fire Station, which can be utilized.

Need to get Boards/Committees and departments involved in organizing the meeting room schedule; get them into the habit of signing up on the dry-erase board, which is located in the downstairs conference room of Town Hall, near the American Flag. This will help coordinate the meetings and alert us to when we might need back up plans for meetings.

Add postings in each room for number of occupants.

Occupant loads for all meeting rooms-

**Motion to adjourn Jarvis/march 3-0 at 6:51PM**

*Respectfully Submitted,  
Alison Rendinaro*